

EFFECTIVE

July 1, 2017.

Subject(s)**APO-204, Wireless Communication Devices, and APO-301, Mobile Worker Equipment Accountability**

Employees must immediately report any computer-related equipment items that are unaccounted for, lost, stolen, destroyed, or damaged to their supervisor and contact the MDHHSPrivacySecurity@michigan.gov email box to report the incident and receive further direction. For lost or stolen iPhones the MDHHS supervisor will call the Department of Technology Management and Budget (DTMB) helpdesk and ask for the Smart Device Support Team who can assist with locating lost equipment.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APO 204](#)

[APO 301](#)